

S E C R E T

1 November 1962

COMPTROLLER NOTICE NO. 16-62

SUBJECT : General - Training

Specific - Survey of Budgeting

REFERENCE: OTR Catalog of Courses, August 1962, pp. 59-60.

1. DESCRIPTION

The in-service course in Survey of Budgeting will be given again by the Office of the Comptroller. This course covers the basic approach to the principles involved in the current U. S. Government budgetary system, including the executive-legislative relationships and the economic-political relationships. All three major budgetary processes (preparation, approval, and execution) will be explained. Enrollment is open to all employees wanting a non-technical background to the budgetary function. Budgeting is a major tool of management, and a better understanding of the budgetary function should help those persons engaged in program and support activities to improve their work. Emphasis will be placed on conditions peculiar to the Agency. Employees will be invited and encouraged to study problems in their own components. There will be no course grades for the non-SF employees because the training objective is to increase their understanding rather than to test their technical skills. This course is part of the Agency Financial Management Program and the Federal Joint Financial Management Improvement Program.

2. SCHEDULE

The course will be held from 12:30 to 2:30 p.m. each day from 8 November to 23 November 1962, exclusive of the holidays on 12 and 22 November. These ten sessions will be held in Room 6E-77 Headquarters Building with an extra session for review to be announced later. The change from the prior length of five weeks is being tried as an accommodation to students who expressed a preference for the length of two weeks.

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GROUP 1 Excluded from automatic downgrading and declassification

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3. APPLICATION

This indoctrination course will be open to SF employees who have no current budgetary duties and to non-SF employees who need only a survey of the budgetary processes. For those employees who need advanced and detailed training, the courses in "Budget Formulation" and "Budget Execution" will be offered later. Applications should be submitted on Form 73 by 7 November 1962. Applications which are already on file will be given priority, and nominees will be telephoned to see if they are still available. Applications and questions should be directed to the Comptroller Training Officer, [redacted] Room 6E-69 Headquarters Building, extension [redacted]

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Deputy Comptroller

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